

UOG POC Frequently Asked Questions (Updated October 31, 2017)

Quick Reference:

Process-related FAQs: See Questions/Answers 1-4

Presentation-related FAQs: See Questions/Answers 5-7

1. *What is my role as the UOG POC for my organization?*
 - The UOG POC is single, senior career staff person who represents the view and opinion of their Assistant Administrator (AA) or Regional Administrator (RA) on UOG activities.
 - The UOG POCs meet on biweekly to report out on issues and learn about other UOG matters happening around or impacting the Agency.
 - The UOG POCs then share pertinent information with their respective organization on UOG matters happening around or impacting the Agency.
2. *What should I raise on the biweekly call and when should I raise something?*
 - The UOG POC coordinates within their program or region and flags for the larger group internal and external UOG happenings (e.g., rulemaking, settlements, petitions, presentations, speeches, meetings, etc.), typically 30 to 45 days in advance of the happening.
 - Some simple guidelines:
 - All program office UOG activities affect one or more regions.
 - All regional office UOGC activities affect one or more programs and possibly other regions.
3. *What happens with the information I share?*
 - The chair of the group:
 - Works to make sure impacted program offices and regions are coordinating.
 - Highlights select UOG topics for the Administrator's Office, primarily the Office of Congressional and Intergovernmental Relations (OCIR) management. Based on discussions with OCIR management, UOG topics may be elevated to the Administrator's Immediate Office.
 - Depending on the nature of the topic/timing, the workgroup chair may also work with the Office of Public Affairs, Office of Policy, etc.
 - Shares information from senior leadership on a particular UOG topic.

4. *My Program Office/Region already elevated a particular UOG matter through our organization's internal processes. Do I need to then raise this topic with the UOG POCs?*
- Yes, the UOG POC internal coordination process is an Agency-wide expectation to identify, vet and elevate issues, as well as coordinate outreach, directly or indirectly related to UOG activities on an on-going basis. This allows for an efficient and nimble process to coordinate internal and external issues across the Agency career and political staff.
 - While the UOG POC process may appear redundant to your organization's internal elevation process, it is not. The UOG POC process ensures internal UOG matters reach broader EPA leadership in a timely manner. Those UOG matters which initiate external to the Agency are funneled to the program and regions via the UOG POC process for coordination.
5. *Someone in my organization was asked to give a presentation on a UOG topic, what do I need to do?*
- Obtain approval from your senior leadership prior to agreeing to present.
 - In advance of the presentation, please send your presentation to the UOG POC in the related program office or region(s), as well as the workgroup chair, for review. NOTE: Strictly technical presentations that do not contain policy-based information do not require review by the workgroup chair.
 - In the transmitting the slides for review, please specify:
 - The date of the presentation,
 - The organization requesting the presentation,
 - The geographic location where the presentation will take place;
 - Whether it is open to the public;
 - Whether the slides will be made public;
 - If your organization has approval for the presentation; and
 - Any other pertinent details.
 - Most presentations are cleared quickly (24-48 hours).
 - Presentations are cleared for specific events (dates/times).
 - Given the changing UOG regulatory and policy landscape and evolving relationships with UOG stakeholders, UOG presentations will need to be reviewed and may need to be updated prior to delivering the same presentation.
6. *Are there any guidelines related to the use of photographs and IR video for use in UOG presentations?*

- Yes, OGC offered the following guidance in September of 2017:

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7. *I have additional legal/policy questions regarding presentations, are there additional resources?*

- Contacts: Pooja Parikh, OGC UOG POC; Matt Schwartz, OGC is the POC for Privacy Act issues; Geoff Cooper, OGC is the POC for Intellectual Property/Copyright Law/Trademark Law).
- Copyright Issues of Special Interest to EPA Employees:
<http://intranet.epa.gov/ogc/memoranda/copyright.pdf>